

**PRACTICE GUIDE FOR LOCATING AND INVOLVING NON-CUSTODIAL PARENTS, ALLEGED
FATHERS AND RELATIVES
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Table of Contents

Purpose

Concurrent Planning

Applicability

Diligent Efforts To Search

When Diligent Efforts to Search for Non-Custodial Parents and Alleged Fathers are Required

Diligent Efforts to Search for Non-Custodial Parents and Alleged Fathers - Required Actions

When Diligent Efforts to Search for Relatives Are Required

Diligent Efforts to Search for Relatives – Required Actions

Support of Relative Caregivers

Identifying, Locating and Involving Fathers

When a Parent Objects to a Relative Search

When a Parent Refuses to Provide Information about a Parent or Relative

When Agencies Identify or Locate Relatives Without the Assistance of Parents

Documenting Diligent Efforts to Search

Glossary

Appendices

Chapter 48 References to Relatives

Search Tools

Wisconsin Resources

National Resources

Forms

Diligent or Active Efforts Relative Search Record

**PRACTICE GUIDE FOR LOCATING AND INVOLVING NON-CUSTODIAL PARENTS, ALLEGED
FATHERS AND RELATIVES
-----DRAFT-----**

Purpose

This policy provides minimum standards, guidance, and tools which will assist agencies in identifying, locating, and involving non-custodial parents, alleged fathers and relatives as resources for children, especially children who have been removed from the home. Particular attention must be made to identify and involve individuals who may assert parental claims regarding a child, so that they are afforded due process in cases involving their children and so placements and permanency plans are not disrupted for children in care if a parent or other relative is subsequently identified.

Concurrent Permanency Planning

Concurrent permanency planning allows caseworkers to simultaneously plan to reunify the family while developing an alternative permanent placement for a child. Identifying, locating, and involving family members is consistent with and supports concurrent permanency planning for a child. When non-custodial parents, alleged fathers and relatives are located early in a case it can reduce subsequent moves for children in the event reunification is ruled out as a permanency goal.

Locating and Involving Non-Custodial Parents, Alleged Fathers and Relatives

Applicability

This policy applies to cases in which a child has been recommended for out-of-home placement or placed in out-of-home care by an agency. The purpose of this policy is to assist agencies to determine if there are non-custodial parents, alleged fathers or other relatives who could be appropriately involved in the child's case either as resources or placement options for the child and family. Particular attention must be made to identify and involve individuals who may assert parental claims regarding a child, so that they are afforded due process in cases involving their children and so placements and permanency plans are not disrupted for children in care if a parent or other relative is subsequently identified.

The requirements of this policy are contained in the boxes.

Agency must assure that their staff's actions and actions of contracted provider staff comply with this policy.

This policy is targeted to children who are placed in out-of-home care. However, this policy may be useful when a child is placed in the family home under a CHIPS order. Relatives and parents can be a resource for a family, such as providing respite care while the case is open and later when the agency is no longer involved with the family.

PRACTICE GUIDE FOR LOCATING AND INVOLVING NON-CUSTODIAL PARENTS, ALLEGED FATHERS AND RELATIVES

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Diligent Efforts to Search for Non-Custodial Parents, Alleged Fathers or Relatives

A diligent search for non-custodial parents, alleged fathers and relatives includes the identification, consideration and determination of non-custodial parents, alleged fathers and relatives either as resources or placement options for children and families. The identification of relatives should begin at access, and continue during initial assessment and ongoing case practice. Identifying and locating relatives should begin when a caseworker is considering or recommending out of home care as a placement for the child, which will allow better planning for the child's transition. For example, in cases where it is likely that the parent will be incarcerated, or when a voluntary placement agreement appears to be ineffective, or when based on the family's history with child protective services removal seems likely, are all reasons to speak with the parent or legal guardian about relatives who might be a resource for the child. Talking with a parent regarding their preference for placement of their child, should that become necessary, may be more effective than waiting until the child is removed.

When Diligent Efforts to Search for Non-Custodial Parents and Alleged Fathers Are Required

Diligent efforts to search for non-custodial parents and alleged fathers must be initiated or continue at the following points in a case.

- When it is likely that a child will be placed in out-of-home care.
- When the child is placed in out-of-home care on either an emergency basis or with planning.
- When it is likely that the child's placement will change.
- When a concurrent permanence goal is established
- When reunification is no longer the primary goal. .
- When a child is determined to be subject to ICWA, active efforts to locate and involve relatives must be made.

Diligent efforts to search for non-custodial parents and alleged fathers should be ongoing for children who are in out-of-home care.

Diligent Efforts to Search for Non-custodial Parents and Alleged Fathers– Required Actions

Non-custodial parents and alleged father searches must include, but are not limited to the following actions:

All situations, including emergency situations:

- Ask the parent, legal guardian, or caretaker of the child if he or she can be identified and is present, to identify and provide the whereabouts of the non-custodial parent or alleged father.
- Ask the child, if appropriate, to identify and provide the whereabouts of the non-custodial parent or alleged father.

Continued efforts:

- Check the family's agency record, including e-WiSACWIS for non-custodial parent and alleged father identification and whereabouts.

**PRACTICE GUIDE FOR LOCATING AND INVOLVING NON-CUSTODIAL PARENTS, ALLEGED
FATHERS AND RELATIVES**

-----DRAFT-----

- Check the Department of Workforce Development, Bureau of Child Support's KIDS system for identification or location of a non-custodial parent or alleged father. See Appendix X.
- Consult the identified tribe of an Indian child for information on non-custodial parents and alleged fathers.

Caseworkers should be aware that there are confidentiality restrictions on the use of information in a case record, either on paper or in e-WiSACWIS, and in KIDS. Please review DCFS Numbered Memos **** and *** for additional information.

When Diligent Efforts to Search for Relatives Are Required

Diligent efforts to search for relatives must be initiated or continue at the following points in a case.

- When it is likely that a child will be placed in out-of-home care with someone other than a fit and willing relative.
- When the child is placed in out-of-home care with someone other than a fit and willing relative on either an emergency basis or with planning.
- When it is likely that the child's placement will change to a non-relative placement.
- When paternity is adjudicated or acknowledged.
- When a concurrent permanence goal is established
- When reunification is no longer the primary goal.
- When a child is determined to be subject to ICWA, active efforts to locate and involve relatives must be made.

Relative searches for children who are in out of home care and not placed with a relative should be ongoing. **OR** *Relatives may not be able to act as a placement, or a permanent placement, but they may have the ability to be a less formal resource for the child, and a connection that will last beyond when the child leaves the child welfare system. Therefore, relative searches should continue until the caseworker believes that the child's needs have been met or could be met by the group of parent or relatives who have been located – examples: to achieve goal of permanency plan, to achieve goals of case plan, .* Under s. 48.833, Stats., the only relatives that must be considered when a child is being placed for adoption are relatives who are identified in a permanency plan or who are otherwise known to the agency.

When evaluating a relative as a placement for a child or group of children the child's best interest should be of paramount concern. Caseworkers should consider whether the relative could keep the children near to the other parent if reunification is the goal; whether the child has a relationship with the relative, or does not; whether placement with the relative would keep the child in his or her community or school system; whether the relative has the capacity to meet the child's needs; of this is a sibling group, the capacity of the relative to accept all of them and meet their needs; if this is not the child's first placement, whether the child has a bonded relationship with his or her foster family.

If a child remains in out-of-home care, the agency and court should review the appropriateness of renewing the relative search during a change of placement, the Permanency Plan Review Hearing or

**PRACTICE GUIDE FOR LOCATING AND INVOLVING NON-CUSTODIAL PARENTS, ALLEGED
FATHERS AND RELATIVES**

-----DRAFT-----

the Permanency Plan Administrative Review. When reviewing decisions about placing with a relative, caseworkers should focus on the best interests of the child and ask whether any circumstances have changed that would now make placement with a relative a good option for the child.

Caseworkers should also ask relatives whether they would like to be contacted if there was a change in circumstances for a child. For example, if the case is moving toward termination of parental rights it may be beneficial to re-contact non-custodial parents, alleged fathers, or relatives to see if they have changed their minds about their willingness and ability to be a resource for the child. **OR** *For example, if there is a relative out of state who would have accepted the child, but because the permanency goal was reunification the caseworker decided against placement. Now that the permanency goal is adoption, that relative may be a suitable placement or may know of other relatives who could be a permanent placement. However, consideration should also be given to how long the child has been in his or her current placement, whether the child has bonded with the foster family, whether the child has a relationship with the relative already or not.*

Diligent Efforts to Search for Relatives – Required Actions

Relative searches must include, but are not limited to the following actions:

All cases:

- Ask the parent, legal guardian, or caretaker of the child if he or she can be identified and is present, to identify and provide the whereabouts of relatives.
- Ask the child, if appropriate, to identify and provide the whereabouts of other relatives.

Continued efforts:

- Check the family's agency record, including e-WiSACWIS for relative identification and whereabouts.
- Consult the identified tribe of an Indian child for information on relatives.

Caseworkers should be aware that there are confidentiality restrictions on the use of certain information in a case record. Please review DCFS Numbered Memo **** for additional information

Appendix **, "Diligent or Active Efforts Relative Search Record", is a tool to be used in the child's paper file as a quick summary of relatives who have been identified and contacted and includes a place to note whether the Indian Child Welfare Act (ICWA) applies to the child. Since relative searches may occur over many months, this brief reference tool may be helpful.

Support of Relative Caretakers

Once the agency has succeeded in locating and involving relatives as either temporary or permanent placements agency support for these caretakers is very important. Services such as counseling or other mental health services for the child, transportation, respite care for the child, targeted funding to meet

**PRACTICE GUIDE FOR LOCATING AND INVOLVING NON-CUSTODIAL PARENTS, ALLEGED
FATHERS AND RELATIVES**
-----DRAFT-----

the needs of the child, etc., should be explored as a means of supporting and encouraging the involvement of relatives as out-of home-care providers.

Identifying, Locating and Involving Fathers

Fathers may be overlooked if efforts are not taken to establish paternity or involve them in the child's case. It is critical to identify and locate fathers early in the process of providing services to a family for the following reasons:

- Fathers have the right to be involved with their child, to receive services, and to make decisions about their child.
- Fathers have rights and responsibilities related to the care of their child, including financial responsibilities.
- Identification and location of a father may increase the relative placement options and resources for the child.
- It enables the agency to gather information such as health histories, or educational background about the paternal relatives.
- To avoid disruption of foster or adoptive placements when fathers or tribes are not notified early.

Fathers can be classified into two categories: fathers who are known or thought to be known; and fathers who are unknown. Fathers who are known or thought to be known includes fathers who are presumed, acknowledged, adjudicated, and some alleged. Fathers who are unknown includes unnamed individual and may include some alleged fathers when there are multiple possible fathers.

Father's Paternity Has Not Been Established

When the identity and whereabouts of the father is unknown diligent efforts to identify and locate the father must include:

- Check the child's birth certificate to see if there is a person listed as the father and follow up with location efforts if a father is listed on the birth certificate.
- Check the Paternal Interest Registry in the Department of Health and Family Services, Division of Children and Family Services. See DCFS Info Memo, 2006-*** on deadlines for registration and notice to registered or unregistered fathers.
- Check the KIDS system using the child's name.
- Ask the mother, child, if appropriate, and relatives who the father is believed to be and any known information including location of conception or any identifying characteristics.
- Follow up with efforts to locate individuals identified.
- Request paternity testing if a father is identified and located, through the child support agency.
- Continue trying to locate fathers even if the case reaches the point where the permanency goal becomes adoption, and a petition for termination of parental rights is being filed. If the caseworker learns new information about the child's father or possible father that information must be followed up.

**PRACTICE GUIDE FOR LOCATING AND INVOLVING NON-CUSTODIAL PARENTS, ALLEGED
FATHERS AND RELATIVES
-----DRAFT-----**

When a Parent or Legal Guardian Objects to a Relative or Parent Search

Wisconsin law requires that when children are placed in out of home care that placement with a relative be given consideration, and if a child is not placed with a relative that there is a reason for that non-placement documented in the permanency plan. Therefore, when a child is being removed from their home, caseworkers must search out and locate relatives and make attempts to involve them in the child's life either as a placement or as a resource and potential placement in the future.

Parents or legal guardians may object to the placement of a child with a relative. After evaluation of the parent's objections, the caseworker can still place the child with the relative after the safety of the home has been assessed and confirmed and required background checks have been completed.

When a Parent Refuses to Provide Information about a Parent or Relatives

If a parent is refusing to provide any information about the non-custodial parent or relatives, the caseworker must conduct the activities required under Diligent Efforts to Search for Non-Custodial Parents and Alleged Fathers, or Relatives.

If the court is agreeable, it may be most effective to have the judge question the parent or legal guardian during the temporary custody hearing, or when the parent first appears in court. The caseworker may want to involve the Guardian ad Litem in seeking information

If a parent continues to refuse to provide any information about a non-custodial parent or other relatives, the caseworker must consult with their Corporation Counsel or District Attorney to determine the appropriateness of having the court order the parent or legal guardian to provide the information.

When Search Is Not Required

Wisconsin law allows parents to anonymously relinquish custody of a newborn. The statute, s. 48.195, Stats., is often referred to as the Safe Haven law. Parents must meet the following statutory requirements in order to relinquish their child under the Safe Haven law. The infant must be less than 72 hours old, must be turned over to a law enforcement officer, an emergency medical technician, or a hospital staff member, who subsequently must turn the child over to a court intake worker. A parent who chooses to relinquish their infant under, s. 48.195, Stats., anonymously may refuse to provide any identifying information unless the person accepting the infant believes that the infant was abused or neglected, or the parent is being coerced or induced into relinquishing their infant. If an agency is working with an infant who was anonymously relinquished under s. 48.195, Stats., the agency will not be able to search for or locate the non-custodial parents or relatives.

If the parent chooses to relinquish the infant under s. 48.195, Stats., and chooses to provide identifying information under administrative rule, HFS 39.09, which could include the name, address, telephone numbers and other identifying information on each parent, the agency should/must ?

**PRACTICE GUIDE FOR LOCATING AND INVOLVING NON-CUSTODIAL PARENTS, ALLEGED
FATHERS AND RELATIVES
-----DRAFT-----**

When the birth of the child is the result of a sexual assault, or incest, that may be used as a ground for termination of parental rights. [s. 48.415(7) and (9), Stats.] However, relatives remain relatives after the termination of parental rights, until the child is adopted. [s. 48.43(2)(b), Stats.]

When Agencies Identify or Locate Relatives Without the Assistance of the Parent

Agencies may learn about relatives or fathers from a source other than the parent or legal guardian. Agencies are sometimes contacted by individuals who identify themselves as a relative and ask that the child be placed with them or ask to have contact with the child. Schools, churches or others with knowledge about the family may provide names of relatives, and the child may offer the name of someone that he or she identifies as a relative.

When an agency identifies or locates a relative without the assistance of a parent or legal guardian, the agency must:

- Document whatever information is offered regarding the identification and location of the non-custodial parent or relative.
- Not disclose confidential information about the child or family, including whether there is a child welfare case open.
- Notify the parent that the information has been received and consult with the parent regarding involvement of the non-custodial parent or relative.
- Verify independently that the individual is a non-custodial parent or relative, before considering the relative or non-custodial parent as a placement option.

Documenting Diligent Efforts to Search

Under Wisconsin law certain information regarding placement of a child with a relative or with the family of a sibling must be documented in the permanency plan. Those items are noted below. Other information identified below must be documented somewhere in the child's case record; compiling it and updating it within the permanency plan is acceptable.

Documentation Requirements

The following actions must be documented in the case record when conducting a non-custodial parent, alleged father and relative search for children placed in out-of-home care:

- Identification of non-custodial parents and maternal and paternal relatives. [Required to comply with s. 48.38(4)(bm), Stats.]
- Efforts to locate contact and involve relatives including their response.
- Statement as to the availability and suitability of each relative as a placement resource for the child, and if the child is not placed with the relative the reasons why the relative is not safe or appropriate. [s. 48.38(4)(bm), Stats.]

PRACTICE GUIDE FOR LOCATING AND INVOLVING NON-CUSTODIAL PARENTS, ALLEGED FATHERS AND RELATIVES

-----DRAFT-----

- Statement as to the availability and suitability of the families of siblings as a placement resource for the child, and if the child is not placed with the sibling family the reasons why the placement is not safe or appropriate. [s. 48.38(4)(br), Stats.]
- Efforts to establish paternity.
- Refusal of parents or legal guardians to provide information regarding relatives or to give consent for relative searches to be conducted.
- The justification of why a relative placement was chosen over the objections of a parent or legal guardian must be documented in a case note in the agency electronic record for the child.
- Reasons that the placement preferences set forth by the Indian Child Welfare Act were not followed.

Documentation of diligent and active efforts to search for non-custodial parents, alleged fathers, and relatives may be critical in an action to terminate parental rights, to demonstrate that the agency made diligent or active efforts to locate, involve, and place a child with a non-custodial father, an alleged father, or a relative.

**PRACTICE GUIDE FOR LOCATING AND INVOLVING NON-CUSTODIAL PARENTS, ALLEGED
FATHERS AND RELATIVES**

-----DRAFT-----

GLOSSARY

“Acknowledged father”, means a man who has filed an acknowledgment of paternity of a child with the State Registrar under s. 69.15(3)(b)3., Stats. This requires that both the mother and father sign a statement acknowledging paternity on a form provided by the State Registrar. If a parent is under the age of 18 years, the parent of that mother or father must also sign. The filed statement acknowledging paternity is a conclusive determination and has the same effect as a judgment of paternity. s. 767.62, Stats.

Note: The acknowledgement form is entitled, Wisconsin Voluntary Paternity Acknowledgment. Filing a correctly completed form with the State Registrar will result in the father’s name being added to the child’s birth certificate. The State Registrar manages the Vital Records Section of the Department’s Bureau of Health Information and Policy.

“Active efforts,” means that any party petitioning a state court for foster care placement or termination of parental rights to an Indian child must demonstrate to the court that prior to the commencement of the proceeding active efforts have been made to alleviate the need to remove the Indian child from his or her parents or Indian custodians. These efforts shall take into account the prevailing social and cultural conditions and way of life of the Indian child’s tribe. They shall also involve and use the available resources of the extended family, the tribe, Indian social service agencies and individual Indian care givers. Source: Department of Interior, Bureau of Indian Affairs, *Guidelines For State Courts; Indian Child Custody Proceedings*.

“Adjudicated father”, means a man whom the court has determined to be the father through judicial process, and has entered an order or judgment of paternity. s. 767.51, Stats.

“Alleged father” means someone whom the mother states she believes is the father or a man who claims he is the father of a child but has not been legally determined to be the father.

“Fit and willing relative” means a relative, as defined in s. 48.02(15) stats., of the child who successfully completes a background check under s. 48.685, stats., who has expressed a willingness to provide care for the child until the child is 18 years of age, who has the physical, emotional, and mental capacity to provide for the child until the child’s 18th birthday, and who has the willingness and capacity to protect the child from maltreatment.

“Indian child” means any unmarried person who is under age eighteen years of age and is either:

- (a) A member of a federally recognized Indian tribe, band, or community, or
- (b) Is both eligible for membership in a federally recognized tribe, band, or community and is the biological child of a member of the tribe, band, or community.

“KIDS” is a child support information management system operated by the Wisconsin Department of Workforce Development, Division of Child Support. Child welfare agency staff should consult DCFS Numbered Memo *** for guidance regarding access to KIDS for child welfare purposes. KIDS automatically accesses a large number of state and federal databases on a regular and frequent basis to update information in KIDS. KIDS can provide information on the identification of parents, including

**PRACTICE GUIDE FOR LOCATING AND INVOLVING NON-CUSTODIAL PARENTS, ALLEGED
FATHERS AND RELATIVES
-----DRAFT-----**

alleged fathers, and on their last known address. See Appendix *** for a listing of databases accessed by KIDS.

“Parent” as defined by s. 48.02(13) stats., means either a biological parent, a husband who has consented to the artificial insemination of his wife under s. 891.40, or a parent by adoption. If the child is a non-marital child who is not adopted or whose parents do not subsequently intermarry under s. 767.60, “parent” includes a person acknowledged under s. 767.62 (1) or a substantially similar law of another state or adjudicated to be the biological father. “Parent” does not include any person whose parental rights have been terminated.

For an Indian child, a **“parent”** means any biological parent or parents of an Indian child, any Indian person who has lawfully adopted an Indian child, including adoptions under tribal law or custom, or other person considered to be a parent under such definition of the affected tribe. “Parent” does not include the unwed father where paternity has not been acknowledged or established by court order. (25 USC 1903, ICWA)

“Presumed father” means a man is assumed to be the father because he was married to the mother at the time of the birth of the child, or they were subsequently married after the birth of the child but had a relationship with one another during the time the child was conceived. The presumption of paternity can be rebutted. s. 891.41(2), Stats.

A **“Relative”** as defined by s. 48.02(15), Stats., means a parent, stepparent, brother, sister, stepbrother, stepsister, half brother, half sister, brother-in-law, sister-in-law, first cousin, second cousin, nephew, niece, uncle, aunt, stepuncle, stepaunt, or any other person of a preceding generation as denoted by the prefix of grand, great, or great-great, whether by blood, marriage, or legal adoption, or the spouse of any person named in this subsection, even if the marriage is terminated by death or divorce.

Note: “fit and willing relative” is defined above.

For an Indian child, a **“Relative”** also includes members of the extended family as defined by the law or custom of the Indian child’s tribe or, in the absence of such law or custom, shall be the person who has reached the age of eighteen and who is the Indian child’s grandparent, aunt or uncle, brother or sister, brother-in-law, sister-in-law, niece or nephew, first or second cousin, or stepparent (25 USC 1903, ICWA).

“Sibling”, , means a person who is a brother or sister of the child, whether by blood, marriage, or adoption including a person who was a brother or sister of a child before the person was adopted or parental right to the person were terminated s. 48.38(4)(br). This definition is for the purpose of placement in out-of-home care or placement for adoption.

**PRACTICE GUIDE FOR LOCATING AND INVOLVING NON-CUSTODIAL PARENTS, ALLEGED
FATHERS AND RELATIVES**

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Appendices

CHAPTER 48 SECTIONS WHICH ADDRESS CONNECTIONS WITH RELATIVES:

- s. 48.345(3)(a) – Identifies appropriate placements for a child who has been adjudicated a child or unborn child in need of protection or services. The first placement alternative is in the “home of a parent or other relative of the child”. The subsection identifies exceptions to placement with a parent or other relative.
- s. 48.345(4)(a) – If the child or unborn child has been adjudicated a child in need of protection or services and the court finds that rehabilitation or the treatment and care of a child cannot be accomplished by a voluntary agreement with the parents, then the court may transfer legal custody to "a relative of the child", as well as DHFS, a county agency or a licensed child welfare agency.
- s. 48.355(1) – Dispositional Order – Intent If there is not a less drastic alternative for a child than transferring custody from the parent, the judge shall consider transferring custody to a relative whenever possible.
- s. 48.38(4)(bm) – Content of the Permanency Plan – must address the agency's ability to place with fit and willing relative and if the child is not placed with the relative a statement as to why placement with the relative is not safe or appropriate.
- s. 48.38(4)(br) – Content of the Permanency Plan – must address the availability of a safe and appropriate placement with a fit and willing foster parent, adoptive parent, or proposed adoptive parent of a sibling of the child. If the child is not placed with the sibling a statement as to why the placement with the family of the sibling is not safe or appropriate.
- s. 48.417(2)(a) – Among the grounds for not filing a required termination of parental rights petition – the child is placed with a fit and willing relative.
- s. 48.833 - Placement of children for adoption. The agencies "shall" consider the availability of placement with the relative of the child who is identified in the permanency plan or otherwise known to the agency.
- s. 48.834(2) – Agencies shall consider the availability of placement with the adoptive parent or proposed adoptive parent of a sibling of the child who is identified in the permanency plan or otherwise known to the agency.
- 48.835 – Provisions specific to placement of children with a relative for adoption.

**PRACTICE GUIDE FOR LOCATING AND INVOLVING NON-CUSTODIAL PARENTS, ALLEGED
FATHERS AND RELATIVES
-----DRAFT-----**

SEARCH TOOLS

Wisconsin Resources

The following databases are accessed by the KIDS system:

State sources:

- Center for health statistics (birth records only)
- Department of corrections
- Department of natural resources
- Department of transportation (driver's license file)
- Unemployment division – wage data
- Unemployment division – unemployment insurance payment data
- Worker's compensation division – worker's compensation claim
- Human services reporting system
- State directory of new hires
- In-state financial institution data match

Federal sources, used only when KIDS is actively looking for someone:

- Federal parent locator system which includes: Social security administration, department of defense, internal revenue service, department of veteran affairs, selective service system, national personnel records center, federal bureau of investigation
- Multi-state financial institution data match

Sources also available to search through KIDS:

- National directory of new hires
- Federal child support case registry

In addition to the searches available through KIDS, other resources of valuable information include, but are not limited to:

- The reporter of a child abuse and neglect referral received by access
- The school the child attends or previously attended to see if there are additional emergency contacts listed the agency is unaware of
- Check the CARES system records if your agency has an information sharing agreement with your local CARES agency. CARES issues Wisconsin Works (W-2), Food Share, Medicaid, and Child Care benefits.
- Contact neighbors of a last known address to see if they have current location information
- County jails
- CCAP (Consolidated Court Automation Project): <http://wcca.wicourts.gov/index.xsl>
- Prison Inmate Locator System through the Department of Corrections (DOC): <http://www.vinelink.com/offender/searchNew.jsp?siteID=50001>

**PRACTICE GUIDE FOR LOCATING AND INVOLVING NON-CUSTODIAL PARENTS, ALLEGED
FATHERS AND RELATIVES**

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National Resources

People Searches

Private eye – <http://www.privateeye.com>

White pages – <http://www.peoplesearch.lycos.com/>

White pages - <http://www.whitepages.com> can do reverse searches on this one

Global direct services – <http://www.globaldirectsvcs.com>

Net detective – <http://find-someone.com/nd/ga.asp> one time fee of \$29.00 for unlimited searches

Web detective – <http://www.theonlineinvestigator.com/peoplefinder.htm> lifetime fee of \$29.95.

Instant detective – <http://www.people-peoplesearch.com/> fee \$69.95

Zaba people and public information search – <http://www.zabasearch.com/> free

Intelius – <http://find.intelius.com/search-name.php>

National people finders – <http://www.nationalpeoplefinders.com/>

Social security death index – <http://ssdi.genealogy.rootsweb.com/>

Yahoo people search – <http://people.yahoo.com/>

Online wisconsin death records and indexes – <http://www.deathindexes.com/wisconsin/>

<http://www.virtualgumshoe.com>

<http://www.whowhere.com>

<http://www.publicdata.com>

<http://www.anywho.com>

<http://www.familysearch.org>

<http://www.genealogytoday.com>

<http://www.people-finder.com>

<http://www.bigfoot.com>

<http://www.switchboard.com>

<http://www.infospace.com>

<http://www.realwhitepages.com>

[Http://search.langenberg.com](http://search.langenberg.com)

Official city sites for the u.s.: <http://officialcitysites.com>

Background checks: <http://www.ussearch.com>

Sex offender search: <http://offender.doc.state.wi.us/public/>

**PRACTICE GUIDE FOR LOCATING AND INVOLVING NON-CUSTODIAL PARENTS, ALLEGED
FATHERS AND RELATIVES
-----DRAFT-----**

RECORDS SEARCHES

Records.com - <http://www.records.com/> (this is public records)
Search systems – <http://www.searchsystems.net/> (this is public records)
Netro online – http://netronline.com/public_records.htm (this is public records)
Employers
Landlords
Voter registration
Vital records
The department of probation and parole
Child support enforcement
Motor vehicles administration
Utility companies
Law enforcement agencies
Unemployment office
Health departments
Bureau of immigration
Veteran's administration
Military locator services
Hunting and fishing licensing bureau

Other Helpful Tools:
Family Group Conferencing

FORMS

Diligent or Active Efforts Relative Search Record
Liz L's form on talking with Relatives about taking child
Virginia form for parent to fill out for court
**DILIGENT OR ACTIVE EFFORTS RELATIVE SEARCH
RECORD**

NAME OF FAMILY: _____
AGENCY CASE NUMBER: _____

NAME OF CHILD (REN) VERIFIED?	DOES ICWA APPLY?	HOW WAS ICWA STATUS

**PRACTICE GUIDE FOR LOCATING AND INVOLVING NON-CUSTODIAL PARENTS, ALLEGED
FATHERS AND RELATIVES**

-----DRAFT-----

**RELATIVE PLACEMENT OPTIONS: 1. RELATIVE/KINSHIP CARE 2. RELATIVE FOSTER CARE
3. GUARDIANSHIP**

DATE OF CONTACT	NAME, ADDRESS, PHONE # OF RELATIVE CONTACTED	TYPE OF CONTACT (PHONE, LETTER, FACE-TO- FACE)	NAME OF CHILD(REN) DISCUSSED	RELATIVE PLACEMENT OPTIONS DISCUSSED (USE ABOVE CODES)	REASON FOR DECISION TO PLACE OR NOT TO PLACE	NAME OF AGENCY WORKER